

# OneDrive Overview

## Access O365 Online Apps

- Word Online
- Excel Online
- PowerPoint Online

## Distribute Data

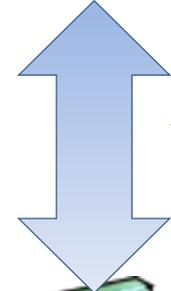
- Sharing
- Download
- NO need for VPN

## OneDrive

*Gateway to Collaboration*

## Consolidate Data

- 'C', 'U', 'T' drives
- Other lettered drives
- Data on shared drives



OneDrive Cloud and OneDrive for Business are regularly synchronizing



On the desktop  
'OneDrive for Business'

OneDrive is a cloud based mass storage facility for staff specific data. Items found in desktop 'C' and server based 'U' and 'T' drives are what should be placed in OneDrive

## General:

OneDrive is actually two products, One element is in the cloud (OneDrive cloud), and the other element (OneDrive for Business), is on your desktop. They work with each other to help to manage the user experience while keeping all the data synchronized.

It provides a great deal of storage (1 TB) which can be shared and accessed from basically anywhere. (*although OneDrive online is only accessible if one has Internet connectivity*) .

When you place or update a file in either OneDrive cloud or OneDrive for Business the data will be synchronized with the other automatically

## Accessing OneDrive:

### Online:



Use desktop Icon to launch Office 365  
OneDrive online is accessible from there

### Desktop: (OneDrive for Business)



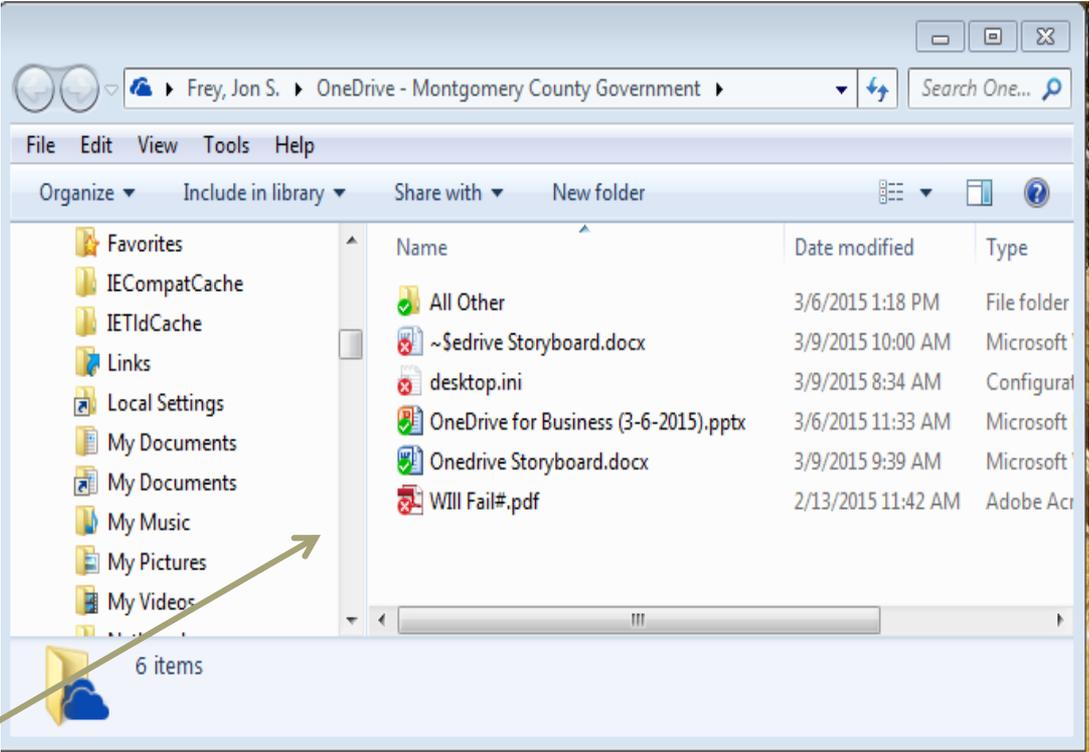
Accessed from the desktop  
like a file folder

# OneDrive for Business

Use desktop icon to launch OneDrive for Business



It opens the OneDrive for Business folder



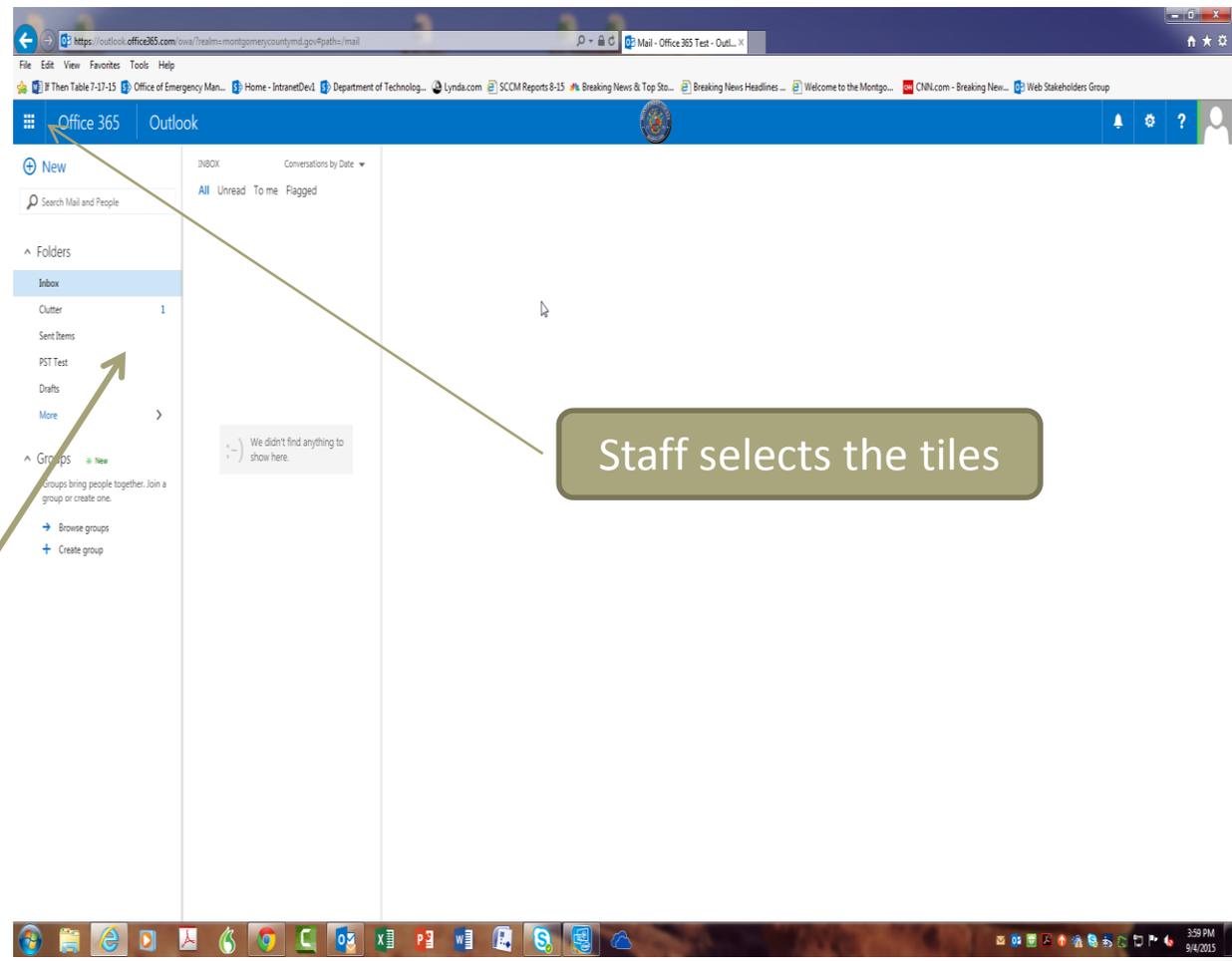
**Note:** When you drag files from the desktop into OneDrive for Business they are moved and not copied and syncing will begin with OneDrive online

# OneDrive Cloud

Use desktop icon to launch Office 365



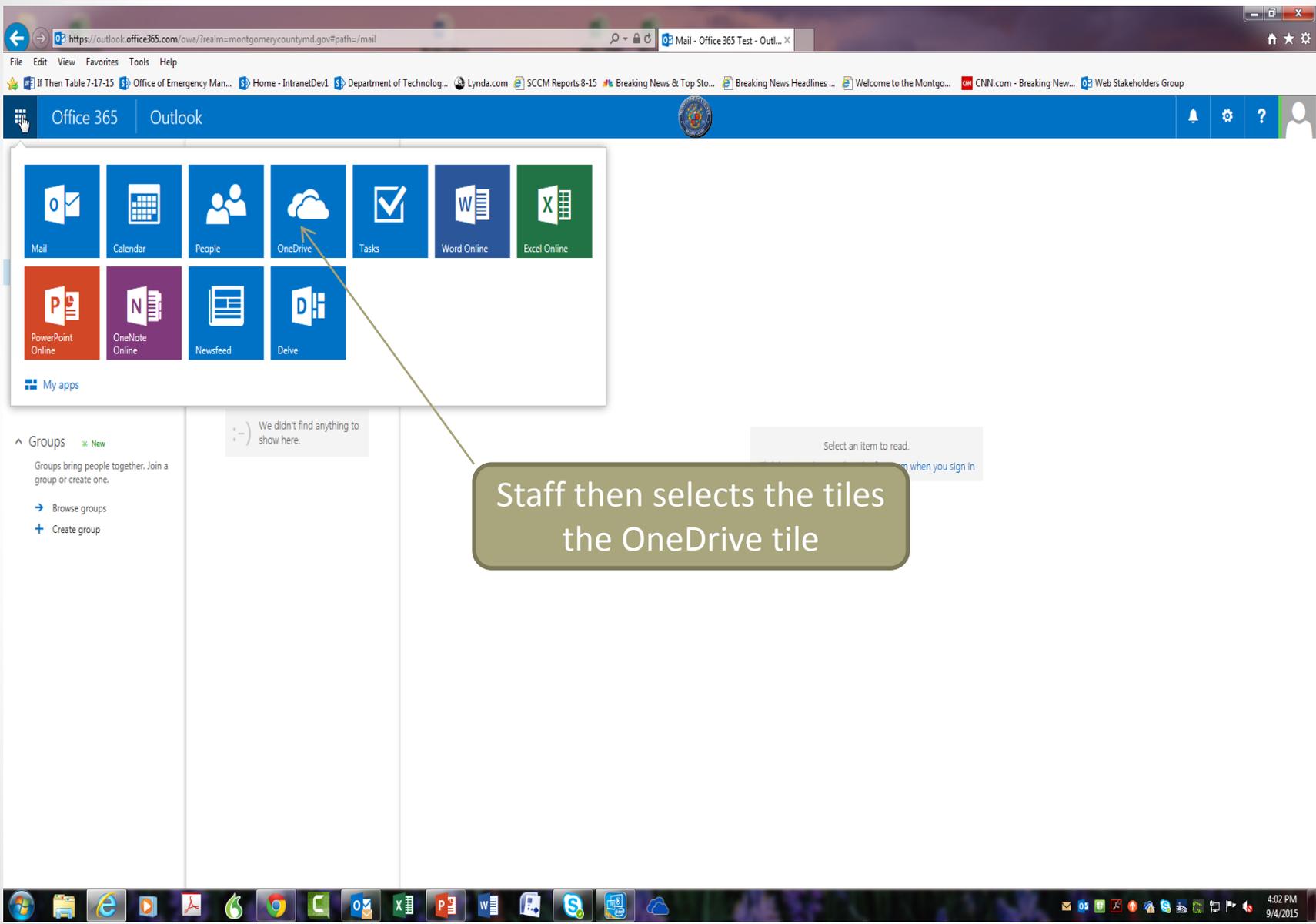
Opens Office 365 home screen (OWA)



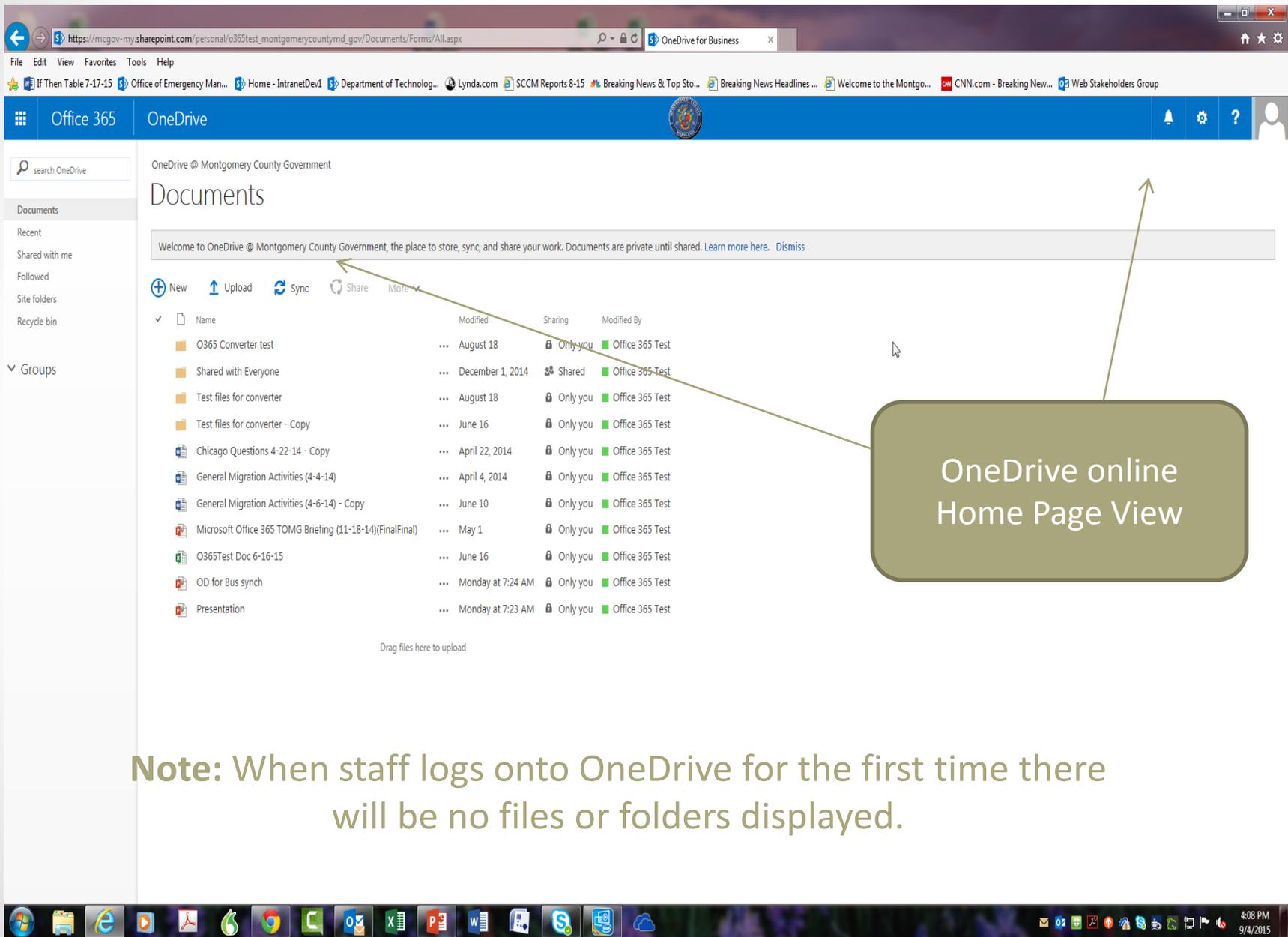
Staff selects the tiles

# OneDrive cloud

# Selecting OneDrive from Office 365



Staff then selects the tiles the OneDrive tile



**Note:** When staff logs onto OneDrive for the first time there will be no files or folders displayed.

# Bad File Name Handling

## Invalid file or folder name characters

If a file or folder you're trying to upload to OneDrive for Business contains any of the characters listed below, rename the file or folder to remove these characters. The list of invalid characters is different on Office 365 and SharePoint 2013.

INVALID FILE OR FOLDER NAME CHARACTERS IN  
ONEDRIVE FOR BUSINESS ON OFFICE 365

" # % \* : < > ? / \ |

Invalid file or folder name characters in OneDrive for  
Business on SharePoint 2013

~ " # % & \* : < > ? / \ { | } .

## Invalid or blocked file types

You can't upload OneNote files, or files with a \*.tmp or \*.ds\_store extension. Additionally, you can't upload desktop.ini, thumbs.db, or ehthumbs.db.

Additionally, you can't upload types of files that are blocked on the SharePoint site. If your organization is running SharePoint Server, the list of blocked files may vary depending on what your administrator sets up. If your organization is running SharePoint Online, the default list of blocked files is fixed and can't be changed. To see a list of the default blocked files, see [Types of files that cannot be added to a list or library](#).

For more information about restrictions and limitations, like size limits for syncing files, and character limits for files and folders, see [Restrictions and limitations when you sync SharePoint libraries to your computer through OneDrive for Business](#)

If staff tries to save a file to OneDrive online which has an illegal character in the name the system will error.

They would then select OK to go to the rename screen

# OneDrive online

# Staff corrects the file name

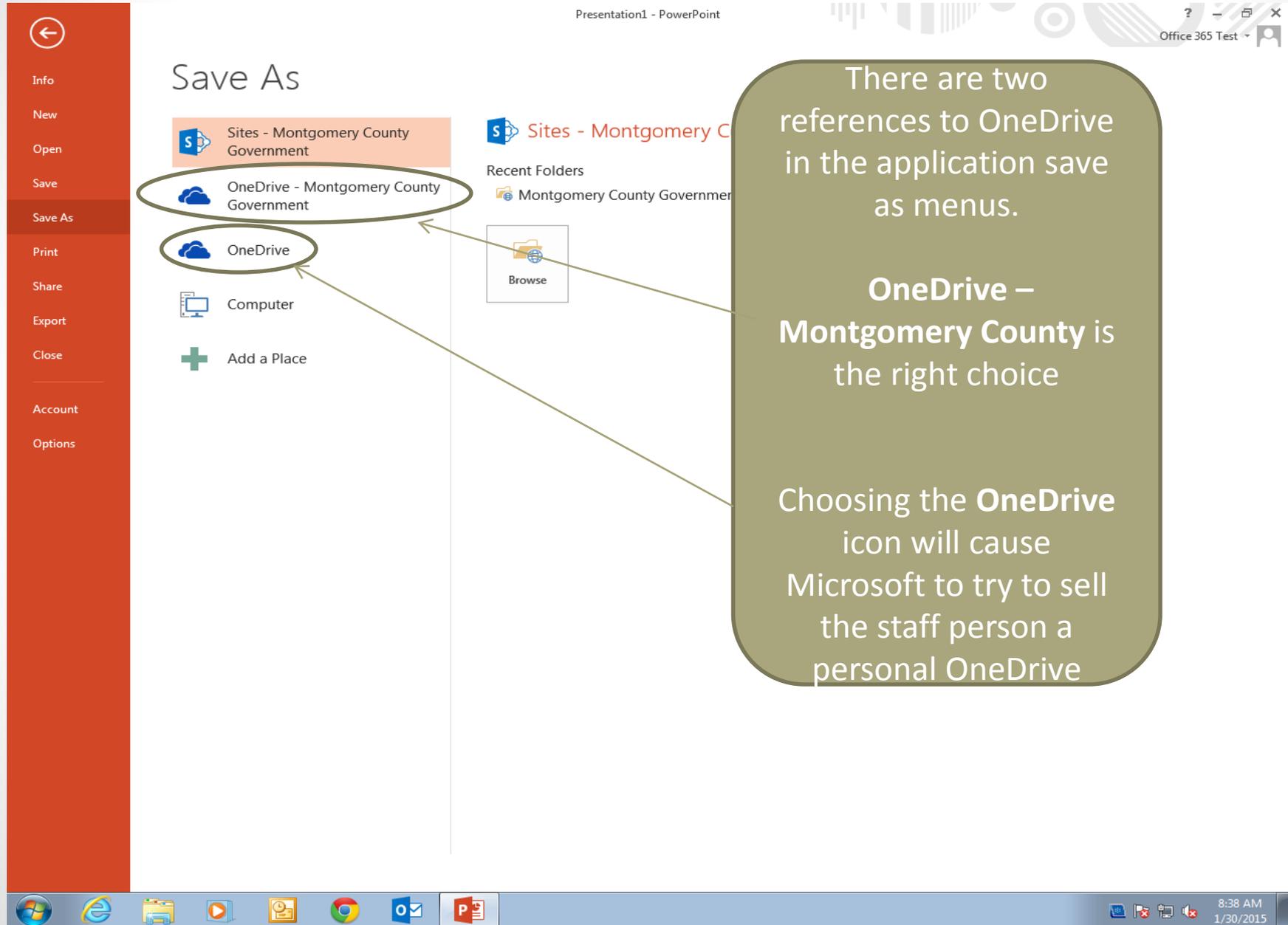
The screenshot displays the Microsoft Office 365 interface. In the foreground, a PowerPoint window titled 'HRC Various File Actions - PowerPoint' is visible. Below it, a Word window titled 'Test document 2-5-15 - Word' is open. A 'Save As' dialog box is overlaid on the Word window, showing the file path 'o365test\_montgome... Documents' and a list of files including 'Test document 2-5-15.docx'. The 'File name' field contains 'Test document-2|2-5-15' and the 'Save as type' is 'Word Document'. The 'Save' button is highlighted. Three callout boxes provide instructions: 'Staff is presented with a screen that enables them to rename the file' (pointing to the dialog), 'Staff renames the file removing any illegal characters' (pointing to the file name field), and 'And then selects SAVE' (pointing to the Save button). A vertical navigation bar on the left shows slide numbers 6 through 12.

# OneDrive online

# Save Completes correctly

The screenshot displays the Microsoft Office 365 interface. In the foreground, a PowerPoint window titled 'HRC Various File Actions - PowerPoint' is open, showing the 'DESIGN' tab and various theme thumbnails. Behind it, a Word window titled 'Test document-2 2-5-15 - Word' is open, showing the 'HOME' tab. The Word ribbon includes options for Font, Paragraph, Styles, and Editing. A 'Navigation' pane is visible on the left side of the Word window, containing a search bar and tabs for 'HEADINGS', 'PAGES', and 'RESULTS'. The main text area of the Word document contains the text: 'This is a test document for training'. The status bar at the bottom of the Word window indicates 'PAGE 1 OF 1' and '7 WORDS'. The Windows taskbar at the bottom shows the Start button, task view, and several application icons including Internet Explorer, File Explorer, and Office applications. The system tray on the right shows the time as 8:50 AM on 2/5/2015.

# Saving data to OneDrive



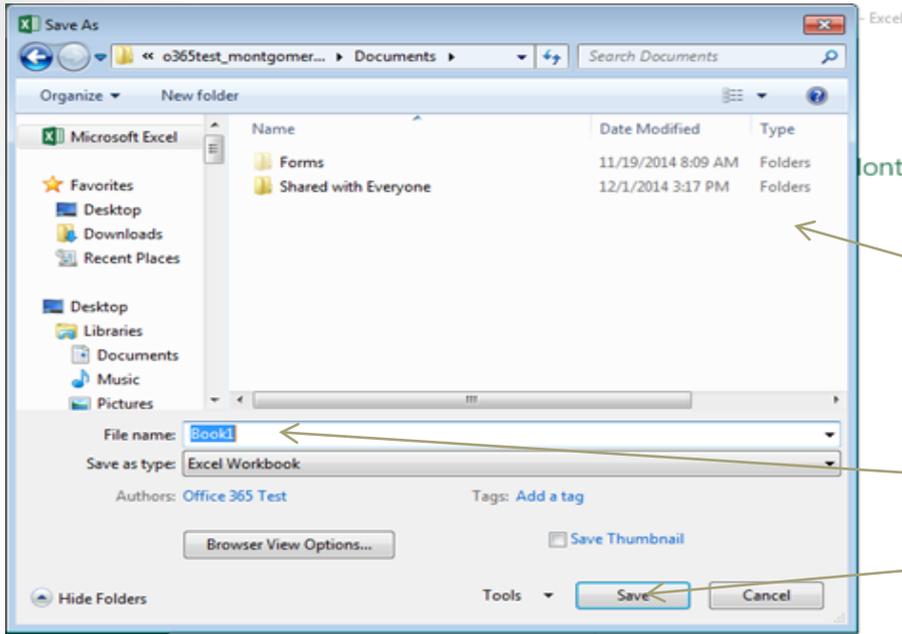
There are two references to OneDrive in the application save as menus.

**OneDrive – Montgomery County is the right choice**

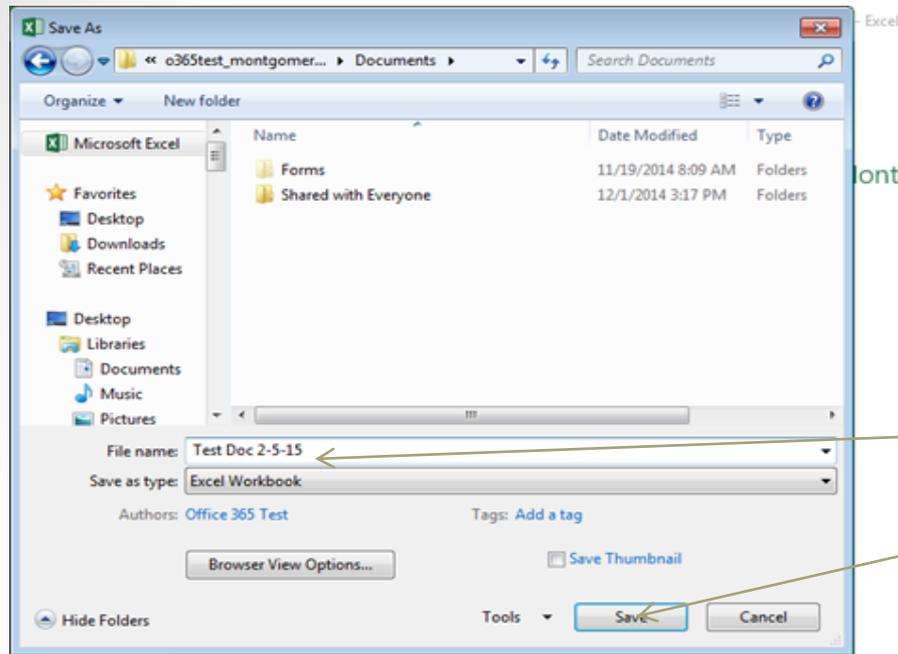
Choosing the **OneDrive** icon will cause Microsoft to try to sell the staff person a personal OneDrive

# Save As – OneDrive online

The screenshot shows the 'Save As' dialog box in Microsoft Excel. The left sidebar contains navigation options: Info, New, Open, Save, Save As (highlighted), Print, Share, Export, Close, Account, and Options. The main area is titled 'Save As' and lists several locations: Sites - Montgomery County Government, OneDrive - Montgomery County Government (highlighted), OneDrive, Computer, and Add a Place. Below this list, the 'OneDrive - Montgomery County Government' section is expanded to show 'Recent Folders' with the message 'You have no recent folders.' and a 'Browse' button. A callout box with an arrow pointing to the 'OneDrive - Montgomery County Government' option contains the text: 'First you would select OneDrive – Montgomery County Government.' Another callout box with an arrow pointing to the 'Browse' button contains the text: 'Next you would select Browse.' The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, VLC, OneDrive, Chrome, PowerPoint, Excel, Word, and Outlook, along with system tray icons and the date/time '9:44 AM 2/5/2015'.



A file naming window appears where staff names and saves



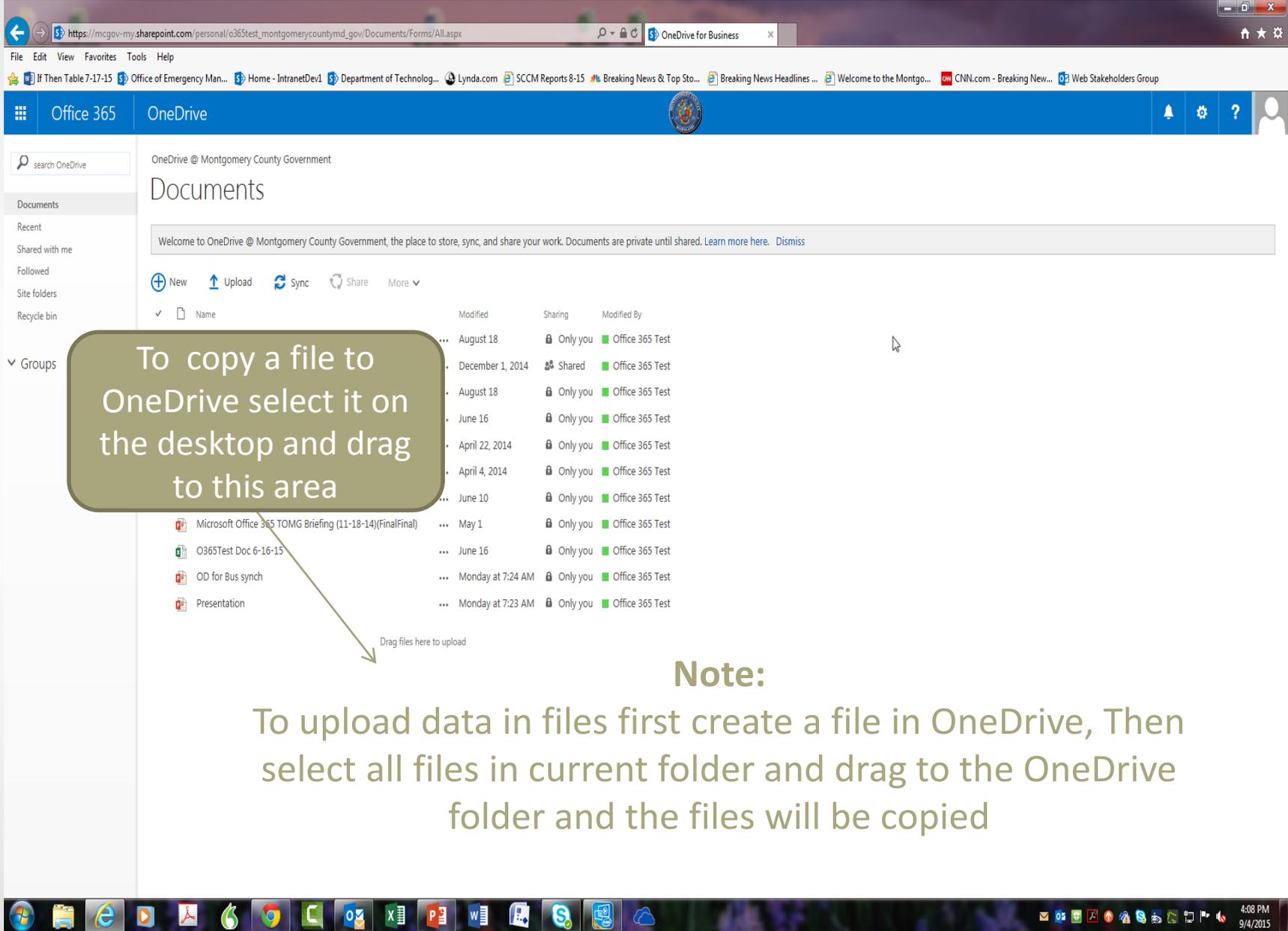
Montgomery County Government

Staff names the file and selects SAVE when ready

The screenshot shows the Microsoft Excel interface. The title bar reads "Test Doc 2-5-15 - Excel". The ribbon is set to "HOME" and includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The ribbon contains various toolbars for Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet grid shows columns A through S and rows 1 through 36. The following table represents the data in the spreadsheet:

Row	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																			
2																			
3				100															
4																			
5				7															
6																			
7				700															
8																			
9																			
10																			
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36																			

# Uploading data to OneDrive



To copy a file to OneDrive select it on the desktop and drag to this area

### Note:

To upload data in files first create a file in OneDrive, Then select all files in current folder and drag to the OneDrive folder and the files will be copied

# Opening files from OneDrive

The image displays three sequential screenshots of the 'Open' dialog box in Office 365, illustrating how files can be opened from different locations. Each screenshot shows a sidebar on the left with navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is titled 'Open' and contains 'Recent Documents' and 'Recent Places' sections. The 'Recent Documents' section lists files like 'Test document-2 2-5-15' and 'Test document 2-5-15', both located in 'OneDrive - Montgomery County Government'. The 'Recent Places' section lists locations like 'Sites - Montgomery County Government', 'OneDrive - Montgomery County Government', 'OneDrive', and 'Computer'. In the blue-themed screenshot, two arrows point from a text box to the 'OneDrive - Montgomery County Government' and 'Computer' entries in the 'Recent Documents' list.

Files can be opened from either OneDrive, the computer or another location.

# Version Control

The screenshot shows the OneDrive web interface. The top navigation bar includes 'Open', 'Share', 'Download', 'Get a link', 'Delete', 'Copy to', 'Move to', and 'Rename'. The file list is as follows:

Name	Modified	Modified By	File Size	Sharing
All Other				
G3 Briefing Slides				
Gen WIP 1-16				
Gen WIP 12-15				
Notebooks				
Quick Steps Videos - Copy	December 16, 2015	Frey, Jon S.		Shared
SharePoint - Base rollout docs	January 21	Frey, Jon S.		Shared
SharePoint Development Projects	January 21	Frey, Jon S.		Shared
WIP 11-12-15	January 21	Frey, Jon S.		Shared
SharePoint Contacts-Projects.xlsx	February 9	Frey, Jon S.	15.94 KB	Shared

Annotations on the screenshot:

- A callout box with the text "First staff would select the file that they wanted to view versions for." has an arrow pointing to the file "SharePoint Contacts-Projects.xlsx".
- A second callout box with the text "Next they would right click on the '...' symbol" has an arrow pointing to the three-dot menu icon next to the selected file.

The screenshot shows the OneDrive web interface in a browser window. The address bar shows the URL: [https://mcgov-my.sharepoint.com/personal/frej\\_montgomerycountymd\\_gov/\\_layouts/15/onedrive.aspx](https://mcgov-my.sharepoint.com/personal/frej_montgomerycountymd_gov/_layouts/15/onedrive.aspx). The browser tabs include 'Mail - Frey, Jon S. - Outlook' and 'Files - OneDrive'. The OneDrive interface has a blue header with the 'OneDrive' logo and a navigation bar with options like 'Open', 'Share', 'Download', 'Get a link', 'Delete', 'Copy to', 'Move to', and 'Rename'. Below the navigation bar is a 'Files' section with a table of files. The table has columns for Name, Modified, Modified By, File Size, and Sharing. The file 'SharePoint C...' is selected, and its context menu is open, showing options like 'Download', 'Open in Excel Online', 'Open In Excel', 'Share', 'Get a link', 'Rename', 'Delete', 'Copy to', 'Move to', 'Details', and 'Version History'. A callout box with the text 'Next they would select Version History' has an arrow pointing to the 'Version History' option in the context menu.

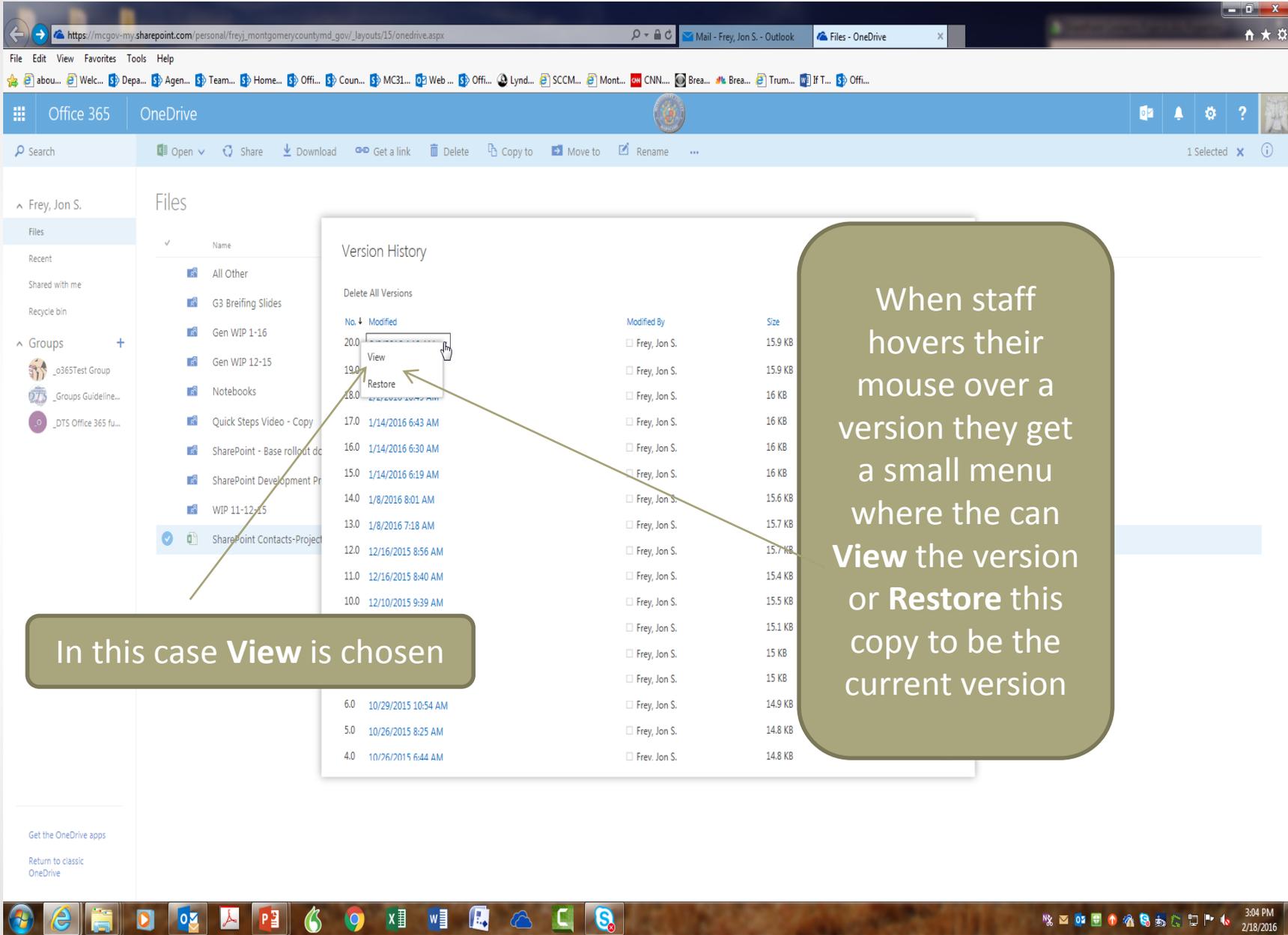
Name	Modified	Modified By	File Size	Sharing
All Other	September 4, 2015	Frey, Jon S.		Shared
G3 Briefing Slides	Yesterday at 12:32 PM	Frey, Jon S.		Shared
Gen WIP 1-16	January 21	Frey, Jon S.		Shared
Gen WIP 12-15	January 21	Frey, Jon S.		Shared
Notebooks	December 30, 2015	Frey, Jon S.		Shared
Quick Steps Video - Copy	December 16, 2015	Frey, Jon S.		Shared
SharePoint - Base rollout docs	January 21	Frey, Jon S.		Shared
SharePoint Development Projects	January 21	Frey, Jon S.		Shared
WIP 11-12-15	January 21	Frey, Jon S.		Shared
SharePoint C...	February 9	Frey, Jon S.	15.94 KB	Shared

The version history is displayed

Each entry has the version number, date/time modified and author

No.	Modified	Modified By	Size	Comments
20.0	2/9/2016 4:19 AM	Frey, Jon S.	15.9 KB	
19.0	2/9/2016 4:04 AM	Frey, Jon S.	15.9 KB	
18.0	2/2/2016 10:49 AM	Frey, Jon S.	16 KB	
17.0	1/14/2016 6:43 AM	Frey, Jon S.	16 KB	
16.0	1/14/2016 6:30 AM	Frey, Jon S.	16 KB	
15.0	1/14/2016 6:19 AM	Frey, Jon S.	16 KB	
14.0	1/8/2016 8:41 AM	Frey, Jon S.	15.6 KB	
13.0	1/8/2016 7:18 AM	Frey, Jon S.	15.7 KB	
12.0	12/16/2015 8:56 AM	Frey, Jon S.	15.7 KB	
11.0	12/16/2015 8:40 AM	Frey, Jon S.	15.4 KB	
10.0	12/10/2015 9:39 AM	Frey, Jon S.	15.5 KB	
9.0	11/17/2015 5:46 AM	Frey, Jon S.	15.1 KB	





In this case View is chosen

When staff hovers their mouse over a version they get a small menu where they can View the version or Restore this copy to be the current version

# Comparing Versions

The screenshot shows the Office 365 SharePoint interface. At the top, there is a blue header with the Office 365 logo, the text 'Office 365', and 'SharePoint'. Below this is a navigation bar with 'BROWSE', 'FILES', and 'LIBRARY' tabs. The main content area has a blue bar with the SharePoint icon and the text 'G3 Transition DTS Home EDIT LINKS'. Below this, the title 'Documents > Communications' is displayed. A secondary navigation bar includes 'New', 'Upload', 'Sync', 'Share', and 'More'. A search box contains the text 'Find a file'. Below the search box is a table of documents:

✓	📄	Name	Modified	Modified By
	📄	DTS Staff announcement	... April 20	🔴 Klinger, Dieter
	📄	G3 Engagement Status	... Wednesday at 1:52 PM	🟢 Frey, Jon S.
	📄	G3 Transition Plan (3-17-16)	... April 25	🟢 Frey, Jon S.
	📄	Office 365 G3 Transition Update 1 (6-3-16)	... Yesterday at 4:08 PM	🔴 Klinger, Dieter

At the bottom of the document list, there is a text prompt: 'Drag files here to upload'. On the left side of the interface, there is a navigation pane with the following items: Home, Batch Management, Reference (highlighted), Notebook, Recent, Archives, Other Docs, Recycle Bin, and EDIT LINKS.

Word Online

G3 Transition Office 365 G3 Transition Update 1 (6-3-16) Edit Document P

Office 365  
Office 365 G3 transition  
Update #1 (6-3-2016)

Introduction

Since the Office 365 G3 transition project announcement on March 4, 2016 a number of things have been happening to get the project moving into a production state and to operate a regular schedule for processing groups of machines through the transition activities.

- We released the transition plan and began the process of engaging individual department IT into the transition activities. We have processed 24 batches so far.
- We gained an understanding of key factors we need to work on to ensure the transitions take place, primarily:
  - Machine must be available (i.e. laptops need to be docked)
  - Machine must be ON
  - Machine MUST NOT be sleeping
- We have developed support documents and instructions for those staff that experience small transition confusion (such as requesting validation). And a process for addressing larger remediation's (should a script fail part way through)
- We have completed roughly 25% of what we set out to do.

PAGE 1 OF 6

Office 365 G3 Transition Update 1 (6-3-16).docx - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do Share

Clipboard Font Paragraph Styles Editing

Office 365  
Office 365 G3 transition  
Update #1 (6-3-2016)

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Page 1 of 6 1681 words

Updates Available 170%

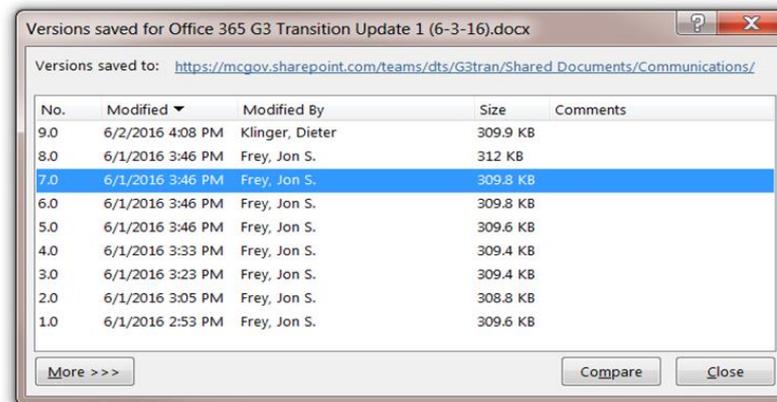
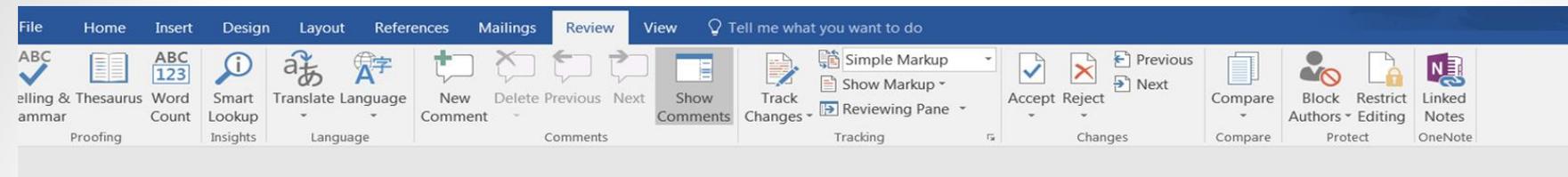
8:48 AM  
6/3/2016

The image shows the Microsoft Word interface with the Review tab selected. A callout box with a dark green background and white text contains the words "Review Tab" and "Compare". An arrow points from the "Compare" text in the callout to the "Compare" button in the Review tab ribbon. Another arrow points from the "Compare" button in the ribbon to the "Compare" dropdown menu, which is open and shows options: "Major Version", "Last Version", "Specific Version...", "Compare...", and "Combine...". Below the ribbon, the text "Office 365", "Office 365 G3 transition", and "Update #1 (6-3-2016)" is displayed.

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## Introduction

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- We released the transition plan and began the process of engaging individual department in the transition activities. We have processed 24 batches so far.

The screenshot displays the Microsoft Word interface with the 'Compare' ribbon active. The window title is 'Compare Result 1 - Word'. The ribbon includes tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, and View. The 'Review' tab is selected, showing options for Spelling & Thesaurus, Word Count, Smart Lookup, Translate Language, New Comment, Delete Previous, Next, Show Comments, Track Changes, Show Markup, Reviewing Pane, Accept, Reject, Previous, Next, Compare, Block Authors, Restrict Editing, and Linked Notes.

The 'Revisions' pane on the left shows 40 revisions: 19 Insertions, 18 Deletions, 0 Moves, 3 Formatting, and 0 Comments. It lists changes since version 7.0, such as 'Inserted activities', 'Deleted process..', 'Formatted Normal', 'Deleted We have been performing Cross Sectional testing...', and 'Inserted Font: 14 pt. Underline'.

The 'Compared Document' (left pane) shows the following text and changes:

...reduced the transition plan and began the process of engaging management departments into the transition activities. We have processed 24 batches so far.

- We gained an understanding of key factors we need to work on to ensure the transitions take place, primarily:
  - Machine must be available (i.e. laptops need to be docked)
  - Machine must be ON
  - Machine MUST NOT be sleeping
- We have developed support documents and instructions for those staff that experience small transition confusion (such as requesting validation). And a process for addressing larger remediation's (should a script fail part way through)
- We have completed roughly 25% of what we set out to do.
- We are processing two batches a week with hundreds of machines in each batch. We have transitioned thousands of machines and experienced few failures and little surge to the help desk.
- The web site and transition briefings are easing the staff movement to the Office 365 G3 environment and the counts of Office 2003 identified elements is reducing.

Even though we have reduced the risk from 3,200 instances or traces of Office 2003 to 2,500 there is still quite a way to go!

**But we need to pick up the pace!**

Don't wait to transition shared machines

With recent communications regarding the risk related to Office 2003 and the 1 September date for action related to it, we need to redouble our efforts to move those machines as early as possible in the cycle. We've also noticed that there are many cases of Office 2003 on shared machines. The shared machines need to be transition so their

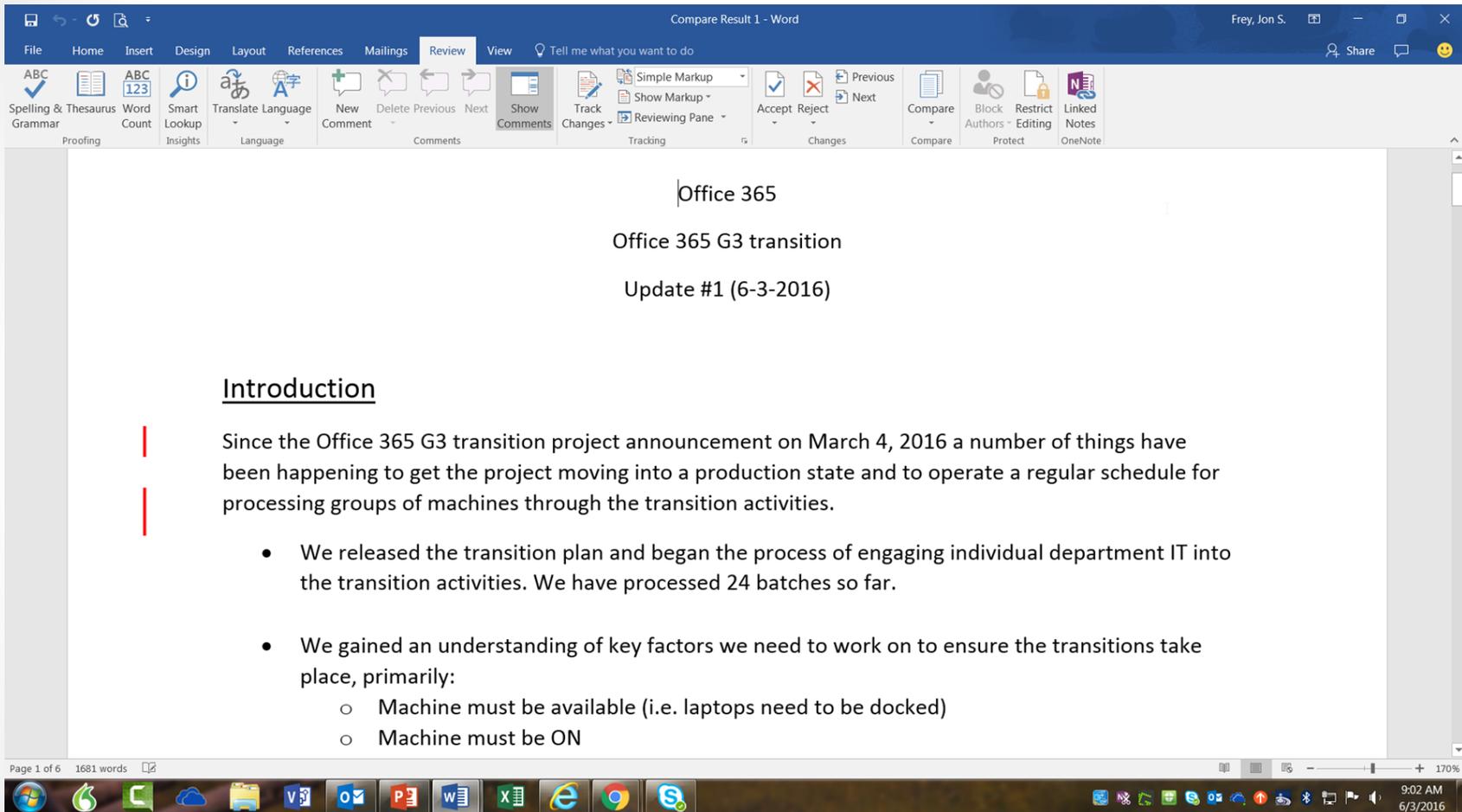
The 'Original Document' (right pane) shows the original text:

engaging individual department IT into the transition activities. We have processed 24 batches so far.

- We gained an understanding of key factors we need to work on to ensure the transitions take place, primarily:
  - Machine must be available (i.e. laptops need to be docked)
  - Machine must be ON
  - Machine MUST NOT be sleeping
- We have been performing **Cross Sectional testing** with a number of departments and from it are able to increase the rate that groups move based on no issues with that particular configuration (i.e. Office 2007).

The 'Revised Document' (bottom pane) shows the revised text, which is identical to the 'Original Document' in this view.

The bottom status bar shows 1681 words, 8:58 AM, and 6/3/2016.



The screenshot shows the Microsoft Word interface with the 'Review' tab selected. The document content is centered and reads:

Office 365  
Office 365 G3 transition  
Update #1 (6-3-2016)

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  - Machine must be ON

The status bar at the bottom indicates 'Page 1 of 6' and '1681 words'. The taskbar shows the time as 9:02 AM on 6/3/2016.

# Data Recycling Process

When files / emails are deleted they are placed into the recycle bin in Office 365.

The first stop is the phase 1 recycle bin which the user can access and remove them from. The file / emails reside in that recycle bin for 30 days

After the first 30 days recycled files are moved into the phase 2 recycle bin where they will reside for 62 more days. During that timeframe the files / emails are still retrievable but only by DTS IT staff.

After the full 92 day recycle period the files become unavailable forever as the space in which they were stored is erased and over written with other data

